

Communication Preferences for Maintenance Requests

Date: [Insert Date]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to outline my communication preferences for any maintenance requests I may have during my tenancy.

Preferred Communication Methods:

- Email: [Your Email Address]
- Text Message: [Your Phone Number]
- Phone Call: [Your Preference, e.g., best times to call]

Response Time Expectations:

I would appreciate acknowledgment of my maintenance requests within [X hours/days], and a timeline for resolution if possible.

Emergency Maintenance Contacts:

Please inform me of any emergency maintenance procedures I should be aware of.

Thank you for your attention to this matter. I look forward to your confirmation of these preferences.

Sincerely,
[Your Name]
[Your Address]
[Your Phone Number]